

OFFICE OF HUMAN CAPITAL MANAGEMENT INNOVATIONS AND SOLUTIONS
ENTERPRISE TRAINING SERVICES, HC-21
Aspiring Leader Program
Administered by the USDA Graduate School

Objective:	This training announcement is to solicit federal employees at the GS-5 to GS-7 level. The Aspiring Leader Program prepares federal employees to be team leaders, supervisors, and managers by strengthening basic competencies and managerial skills such as oral and written communication, interpersonal skills, self-direction, customer service, flexibility, leadership, problem solving, and decisiveness.
Eligibility:	Federal employees at the GS-5, GS-6, and GS-7 levels.
Program Overview:	This leadership development program is coordinated Department-wide by the Office of Enterprise Training Services (HC-21) and is administered by the U.S. Department of Agriculture (USDA) Graduate School. The Aspiring Leader Program is structured around three five-day seminars located in the Washington, D.C., metropolitan area. Because teamwork is critical to good management, participants are assigned to a Leadership Development Team during the first seminar. Working on a team strengthens leadership and interpersonal skills, stimulates commitment to personal development, and provides a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team prepares and delivers a one hour presentation on a management-related topic. Program participants will continue in their present positions and perform their normal duties. This program does not involve a promotion or a change in position.
Components:	Major components of this program, in addition to the three, one-week training seminars and leadership development team activities, include an individual needs assessment, a leadership development plan, and management readings. In addition, the program contains the following activities: <ul style="list-style-type: none"> • Three management interviews with federal managers at the GS-11 to GS-13 levels • One-week shadowing assignment of a federal manager at the GS-11 to GS-13 levels
Cost:	Tuition is \$2,565 and is the responsibility of the participant's organization, as are travel and per diem expenses.
Program Cycle:	A three-month program that begins April 21, 2008.
Nomination Procedure:	Step 1: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #000153, Session #0011 . For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 2: When the training request is approved, complete a nomination package; it must include a résumé or OF-612, a completed USDA application form, which may be obtained online at http://www.grad.usda.gov/ under "Online Forms," then "Aspiring Leader Program", and a training request form (SF182). Each package must be coordinated through his or her training liaison/coordinator and approved by his or her third-level supervisor via an email to sandra.merrill@hq.doe.gov . Step 3: Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email, Sandra.merrill@hq.doe.gov or fax (505) 245-2113.
Points of Contact:	Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, (202) 631-9940 or Karen.lerma@hq.doe.gov ; Sandra Merrill, Career Development Specialist, (505) 245-2112 or sandra.merrill@hq.doe.gov .
Nomination Due Date:	Due by March 17, 2008 .
Additional Information:	More detailed information on the program is available on the Graduate School USDA Website www.grad.usda.gov , under "Course and Program Information," then "Leadership Development Programs."